

ADDENDUM No. 1: GOHSEP RESPONSE TO QUESTIONS

SFO #: 3000016301: Hurricane Laura - Program Management Assistance for Stafford Act – Recertification for Individuals in receipt of Direct Housing Programs

1. Does GOHSEP anticipate that there will be additional program intake for disaster survivors in need of housing on existing events or has intake closed?

GOHSEP RESPONSE: Intake for disaster survivors in need of housing for Hurricane Laura will continue through January 31, 2021. FEMA is responsible for intake and will make the final decision on any extension to this date.

2. Section 1.4.2 Mandatory disclosure. – Our prospective respondents only required to disclose the noted contracts that are administered under the individual assistance program or any Stafford Act program?

GOHSEP RESPONSE: See page 9 of the SFO, Section 1.4.2 Mandatory Disclosure:

In accordance with La. R.S. 42:1111(C), offerers must submit a list of all past or current contracts with any State agency, local government or private non-profit agency that are administered under the Stafford Act, Individual Assistance Programs and as described in this SFO.

To clarify, offerers are not required to include any other Stafford Act program outside of Individual Assistance Programs as described in this SFO.

3. Will GOHSEP require that all inspections be done in person or will there be COVID-19 related considerations allowing the use of remote or automated technologies to reduce the requirements for in-person visits?

GOHSEP RESPONSE: Cases and inspections are preferably in-person visits. When in-person, COVID-19 considerations will be factored in, for example the use of proper PPE and requiring survivor households to meet outside the household option. GOHSEP will follow the lead of FEMA for in-person visits, and if changes are made, GOHSEP will notify the Contractor of any task order updates.

4. Can GOHSEP please identify the number of cases by program and by parish?

GOHSEP RESPONSE: The number of survivor households by program and parish is dynamic and adjusted as necessary eligibility, permitting, and clearances are obtained. As of January 4, 2021, the number of survivor households approved for a temporary housing option is 2,673, and FEMA's current projection is 2,959. As of January 4, 2021, the number of households currently within each program and by parish are as follows:

| Parish | Private/Commercial TTHU Site | Direct Lease Site | Group Site |
|--------------------|---------------------------------|----------------------|------------|
| Allen | 8 | 1 | 0 |
| Beauregard | 28 | 0 | 0 |
| Calcasieu | 553 | 227 | 826 |
| Cameron | 17 | 20 | 124 |
| Grant | 0 | 0 | 0 |
| Jefferson Davis | 15 | 0 | 0 |
| Rapides | 0 | 0 | 0 |
| Vernon | 2 | 0 | 0 |

The remaining number of households not identified above are pending/in process.

- Are there any recertification requirements different for the multi-family programs as opposed to the TTHU program? More specifically recertification applies to disaster survivors. Are we required to recertify or any similar activity with a multi-family home owner separate from the survivors who might be occupying the multi-family dwelling?

GOHSEP RESPONSE: The term multi-family home owner does not apply. The term "survivor household" is categorized as an "owner" or a "renter". The survivor household, when approved for a direct housing option, could receive a "TTHU" (mobile home or travel trailer), "Direct Lease" (a corporate apartment that FEMA enters into a formal agreement for the entity to enter into a lease with a survivor household, or an MLR (a rental property of 2 or more units that FEMA enters into a formal agreement to lease with a survivor household). Therefore, recertification requirements hold the same criteria across each housing option and for each survivor household.

- Does GOHSEP anticipate the prospective contractor will complete recertification using paper forms or that we will develop an electronic data collection and management system as part of this effort? Does GOHSEP have a preference, if so please identify.

GOHSEP RESPONSE: The contractor will complete recertification using an electronic data management system. That is GOHSEP's preference.

- Were the TTHU's and MHU's covered in this scope of work procured and installed by FEMA or GOHSEP or other responsible party?

GOHSEP RESPONSE: FEMA is responsible for the acquiring, installing, maintenance and upkeep of the unit and enters into a formal agreement with the survivor household.

8. For the TTHU program, can GOHSEP clarify whether these are MHU's or RV's or both?

GOHSEP RESPONSE: For the TTHU program, these are for both, MHUs and Travel Trailers.

9. What does GOHSEP foresee the prospective contractors' role will be with respect to the end of the disaster survivors' occupancy phase or "move out" phase?

GOHSEP RESPONSE: GOHSEP does not anticipate the Contractor will have additional work in the move out phase.

10. Does GOHSEP foresee a role for the prospective contractor during the closeout phase of program operation?

GOHSEP RESPONSE: As part of the closeout of the Direct Housing Program, GOHSEP does not anticipate the Contractor will have additional work.

11. Please advise how many disaster survivors or cases there are for each of the 3 programs listed in the SFO.

GOHSEP RESPONSE: See response to question 4.

12. Can GOHSEP provide a template or details about the time and recordkeeping requirements for prospective contractor staff, for example will detailed worklogs tracked to individual cases be required?

GOHSEP RESPONSE: Contractor will be required to provide time and attendance records associated to the scope of work accompanying the monthly invoice.

13. Does GOHSEP anticipate that the prospective contractor will provide electronic linkages from its data management system to either FEMA or GOHSEP? Either in real time or periodically?

GOHSEP RESPONSE: No.

14. Does GOHSEP anticipate that the prospective contractor will actively attempt to identify new sources of permanent housing for possible use by disaster survivors?

GOHSEP RESPONSE: No. The primary responsibility of the Contractor is to support progression of the survivor households, and the reports that the contractor will provide supports GOHSEP identifying State, Volunteer Agency Liaison, and Long Term Recovery Group resources applicable to the survivor households.

15. Does GOHSEP intend to award to multiple offerors or to one offeror?

GOHSEP RESPONSE: At this time, GOHSEP does not intend to award to multiple offerors.

16. Would participation in a Joint Venture working on the Haul/Install portion of the program be a conflict for this proposal?

GOHSEP RESPONSE: GOHSEP is not in the position to determine if there is a conflict. It is strongly suggested that any potential contractual relationship that may be a conflict be disclosed in the offerer's response.

17. Will the program require teams of two recertification advisors for recertification appointments?

GOHSEP RESPONSE: The team of recertification advisors consists of one (1) FEMA recertification advisor and one (1) Contractor recertification advisor.

18. Is GOHSEP using a current system of record? The SFO mentions maintaining a data collection repository.

GOHSEP RESPONSE: GOHSEP is not using a current system of record. FEMA has the system of record.

19. The SFO defines recertification appointments as Joint Survivor Recertification', will GOHSEP further define the "Joint Survivor" portion of the title?

GOHSEP RESPONSE: See response to question number 17.

20. The Data Analyst Position in the SFO requests subject matter expertise related to closeout. Will closeout of recertification files be a portion of the scope of work?

GOHSEP RESPONSE: The reporting provided by the Data Analyst position will be used in the closeout process.

21. Does GOHSEP anticipate the offeror to perform inspections other than recertifications such as License In, Move Out, or Decommission Inspections?

GOHSEP RESPONSE: No such inspections will be required. Those are the responsibility of FEMA.

22. Does GOHSEP anticipate the offeror to draft and/or deliver Violation Notices/Inspections or Revocation Notices/Inspections?

GOHSEP RESPONSE: No, the Contractor is not expected to draft and/or deliver Violation Notices/Inspections or Revocation Notices/Inspections.

23. Can GOHSEP provide an estimated number of units and/or households currently eligible for ongoing recertification?

GOHSEP RESPONSE: See response to question number 4.

24. Regarding the Mandatory Disclosure of past or current contracts administered under the Stafford Act, FEMA IA, and as described in this SFO, can you confirm that GOHSEP's intent is to only list those contracts that are germane to this scope of work?

GOHSEP RESPONSE: See response to question number 2.

25. Is GOHSEP now the primary state agency for disaster housing or will there a coordinated effort with OCD-DRU?

GOHSEP RESPONSE: GOHSEP is the primary Louisiana State agency for coordinating with FEMA for FEMA disaster programs.

26. The 12-28-2020 RFP only references IA assistance for Hurricane Laura, but over 74,000 IA applications have been approved by FEMA for Hurricane Delta. Is the State going to award a separate contract for Delta?

GOHSEP RESPONSE: No.

27. Is there a conflict with a company presenting themselves as a Prime on one proposal, and as a subcontractor on another proposal?

GOHSEP RESPONSE: There is no conflict.

28. Is GOHSEP/FEMA receptive to the idea of creating an electronic "Direct Assistance Recertification Worksheet" that feeds directly into internal systems (before NEMIS entry) or is the traditional paper worksheet format with carbon copy sheets, the preferred/intended data collection method?

GOHSEP RESPONSE: Yes, we are receptive to innovative ideas to accomplish the scope of work.

29. Will GOHSEP provide the current survivor population (by zip code and/or Parish) of individual households currently in THU's/TTHU's AND those requesting that may qualify in the future to ensure latest info is shared and to ensure more standardized responses?

GOHSEP RESPONSE: See response to question number 4.

30. Are there current resources already compiled by area for potential FEMA approved lease options and other permanent housing solution resource details or is that an effort the Team Lead + Advisors will be responsible for developing/maintaining?

GOHSEP RESPONSE: See response to question number 14.

31. Is it anticipated that the selected vendor use GOHSEP's system or to use our in-house system of operations to capture and manage all the scope of service applicable data?

GOHSEP RESPONSE: In house.

32. According to the State Administered Direct Housing Grant Guide, FEMA does not authorize a "blended" housing mission in which the State and FEMA share responsibility for executing elements of a single direct housing program, which the current SFO alludes to. Please provide clarification concerning FEMA's responsibilities and the State's.

GOHSEP RESPONSE: FEMA has approved an award to Louisiana for CFDA #97.048 State-Administered Direct Housing Pilot Grant in response to Hurricane Laura (DR-4559-LA) for the scope of work included in this SFO.

33. Reference 1.4.2 Mandatory Disclosure: Must offerors submit a list of all past or current contracts with any State agency, local government or private non-profit agency that are administered under all Stafford Act programs, including Individual Assistance Programs and as described in this SFO, or just Stafford Act Individual Assistance programs?

GOHSEP RESPONSE: See response to question number 2.

34. Reference Section 2.3.2 Company Background and Experience: ...and copies of latest financial statement, preferably audited. Is the request for financials for the Prime offeror only or for the Prime and subconsultants?

GOHSEP RESPONSE: Please refer to page 21, Section 2.18 paragraph two, Use of Subcontractors

Information required of the Offerer under the terms of this SFO shall also be required for each subcontractor, if requested by the State.

To clarify, GOHSEP requests that all information required of the Offerer under the terms of this SFO shall also be required for each subcontractor.

35. Will project staff be required to obtain a GOHSEP badge, FEMA badge, or both?

GOHSEP RESPONSE: Both

36. Given the New Year's day holiday would GOHSEP be open to giving a one week extension for submission of proposal?

GOHSEP RESPONSE: No, GOHSEP will not extend the offer due date of January 11, 2021 at 2:00 PM CST.

37. Does the contractor need to provide PPE for their employees when required?

GOHSEP Response: Contractor will need to provide their contract employees appropriate Personal Protective Equipment (PPE) for in-person interactions in accordance with CDC COVID-19 guidelines.

38. On the pricing form (Attachment IV) What is the expected calculation to determine the "Total Hourly Extended Cost Calculation"?

GOHSEP RESPONSE: GOHSEP will add up each of the identified positions Hourly Rate Extended Cost (Est. # of Positions x Hourly Rate) to calculate the Total Hourly Rate Extended Cost Calculation.

39. Regarding the Recertification process:

- a. Does the recertification process also require a visit to the homeowner's damaged dwelling?

GOHSEP RESPONSE: The Contractor may be required to visit the homeowner's damaged dwelling as applicable to the survivor household. The recertification process may require verification of the homeowners' progress towards their repair/reconstruction completion

- b. If the above is true, can GOHSEP estimate the number or percentage of survivors that occupy temporary housing that is not located at the site of their damaged dwelling?

GOHSEP RESPONSE: Not at this time.

40. How many units are currently licensed-in?

GOHSEP RESPONSE: 608 as of January 4, 2021.

41. Will all license-in processes be handled outside of this contract?

GOHSEP RESPONSE: Yes. This is a FEMA responsibility.

42. Is a separate contractor responsible for the initial license in/move in process with the applicants or is that being rolled into this scope although not expressly mentioned in SFO?

GOHSEP RESPONSE: The Contractor is not responsible for the initial license in/move in process with the applicants. This is a FEMA responsibility.

43. In cases of abandoned MHU's/Apt. scenarios, is the selected contractor responsible for bag tagging and storage facilities?

GOHSEP RESPONSE: No. This is a FEMA responsibility.

44. Is there a breakdown currently of renters vs owners in the direct housing programs we will assist with, as owners typically require 2 visits (to temporary unit AND the damaged dwelling) rather than one (1) requiring more time.

GOHSEP RESPONSE: Yes, FEMA will provide this data to the State and approved Contractor upon request to perform recertification visits.

45. Is it FEMA and/or GOHSEP's intention to require teams of 2 individuals visit each property as traditionally required for safety and support?

GOHSEP RESPONSE: See response to question number 17.

46. Are there existing VAL's and VOAD's actively engaged to support varying needs and provide updates to area resource needs?

GOHSEP RESPONSE: Yes.

47. What is the anticipated source of funding for this contract award?

GOHSEP RESPONSE: The source of funding for this contract is the Federal Emergency Management Agency (FEMA), CFDA #97.048, State-Administered Direct Housing Grant.

48. Section 2.3.4 of the RFP (Staff Qualifications) states that "The Offerer should provide detailed information about the experience and qualifications of the Offerer's assigned personnel considered key to the success of the project." Section 1.3.2 (Scope of Work/Services) further states that "The contractor will manage and build out staff adequately to administer the Recertification program." Please confirm that respondents may elect to omit names from the Staffing Chart and resumes from the proposal for the 40 estimated Recertification Advisors who are NOT "considered key to the success of the project" by the respondent.

GOHSEP RESPONSE: The offerer may elect to omit names from the Staffing Chart and resumes if the Offerer determines that the Recertification Advisors are not considered key to the success of the project.

49. The SFO notes that the respondent needs to have an office or be able to set up an office in the affected area, pg. 10, 1.4.4: "Offeror should have an office location within a seventy-five (75)-mile radius of each affected area such as Lake Charles, Alexandria, etc. or be able to establish a field office within a seventy-five (75) mile radius of the affected areas within ten (10) days of contract award."

a. Are there other specific locations that are known at this time?

GOHSEP RESPONSE: See response to question number 4 for list of affected parishes. See response to this question, part b., regarding a change to **require** an office location in Calcasieu Parish.

b. What is meant by "establish an office"? Given the current pandemic, is a physical office required in each affected area? (One thing to consider is how this would be established/funded – it seems like only labor costs are acceptable and nothing else will be reimbursed. E.g. If an office needs to be established in northern Louisiana due to a disaster event, all costs are to be included in fully burdened rate, pg. 15, 2.3.6.3 "Offeror must provide all-inclusive rates that include overtime costs, mobilization and demobilization, and any other travel expenses such as lodging and meals.")

GOHSEP RESPONSE: A physical office location **must** be established in Calcasieu Parish. No other physical office location is required.

50. The SFO notes there will be a single award. Based on multiple awards for GOHSEP's SFO, Laura Subrecipient Assistance, is it possible that this may indeed have multiple awards, and possibly by geographical area?

GOHSEP RESPONSE: See response to question number 15.

51. Can you provide a breakdown of the number of people participating in IA by parish, broken out by type of participant (TTHU, Direct Lease, or MLR)?

GOHSEP RESPONSE: See response to question number 4.

52. Can you provide guidance as to which parishes are considered "affected areas" in order to determine the expected number of and locations for offices within 75 miles of affected areas?

GOHSEP RESPONSE: See response to question number 4, and response to question 49.